



EMERGENCY ALERTS AND COMMUNITY NOTIFICATIONS

Directive 13 - 111

Date of Issue: July 2013

Amends/Cancel: N/A

I. PURPOSE

The Department of General Services Maryland Capitol Police (DGS-MCP) recognizes that immediate, direct communication with employees and citizens is essential to protecting life and property in times of emergency. The purpose of this Directive is to provide guidelines for when it will be necessary to alert the public concerning matters pertaining to the safety and well-being of state employees and visitors to our facilities.

II. POLICY

It is the policy of the DGS-MCP to provide timely alert information to the community utilizing the Nixle service. Nixle is built exclusively for secure and reliable communications and is built on an authenticated, secure, and high-speed platform to ensure that communications are trusted and accurate. Messages may be communicated by SMS text message, email and/or telephone.

III. DEFINITIONS

- A. Alert Message: Alert messages should be reserved for critically important information where loss of life and/or property is potentially imminent. Alert messages are time-sensitive and require your residents to take immediate action.
- B. Advisory Message: Advisory messages are intended to communicate important, need-to-know information. Advisories should be considered less time-critical than Alerts and require a heightened sense of awareness from state employees and visitors.
- C. Community Message: Community messages should be used to convey everyday local news, happenings and developments. Community messages should not contain any time-critical information.

IV. PROCEDURES

- A. In the event of an emergency where it is necessary to alert the public, the Shift Commander will notify the Detachment Commander who in turn will notify the Chief of Police or his designee. The Chief or his designee will determine if a message is to be broadcasted.

Select members of the Support Services Unit will have the ability to transmit the alert message in the event the Chief or his/her designee is unavailable. This will only be done after conferring with the Chief and his/her designee.

- B. The State Employee List in addition to the Nixle subscription list will be utilized whenever an alert is transmitted. Nixle subscription lists will be used when transmitting alerts by SMS text message or email.
- C. In order to receive alerts by SMS text messages, email or to add phone numbers to the Emergency Subscriber list, users must register with Nixle by going to:
<http://local.nixle.com/maryland-capitol-police/>
- D. It is recognized that every situation where it would be necessary to alert the public cannot be identified; therefore the chart below is to be used as a guide. If necessary the Chief of Police or his designee will determine whether or not an alert will be sent if a situation arises not covered in this Directive.

MESSAGE TYPE	INCIDENT EXAMPLES
Alert	Severe Weather Warning Missing Child Gas Leak Active Shooter Incident
Advisory	Road Closure/ Detour Wanted Person Police Activity Severe Weather Watch Traffic Congestion
Community	Police Blotter Event Reminder Crime Prevention Tips

- E. The Chief of Police or his designee will determine whenever subsequent messages will be required post-emergency.
- F. The Nixle communication platform will be only used for emergency or public safety communications.

** There will be no notification to the news media by DGS-MCP, but instead we will rely on the news media to report these events as they will have the ability to reach a greater number of people in a short period of time.